

## Caswell Dunes, Inc. Rules and Regulations

November 2019

### Rule 1 - General Applicability:

These community Rules and Regulations may be changed at any time by the Board of Directors in accordance with the **Declaration and By-Laws** of Caswell Dunes, Inc. Any change or revision will be voted on at the Annual Meeting.

### Rule 2 - Walkways:

The walkways in front of the units and the entrance ways to the units shall not be obstructed. No bicycles, skateboards, rollerblades, scooters, or similar recreational items are permitted on the pedestrian walkways leading to the ocean and/or beach.

### Rule 3 - Exterior Decorations:

(a) **General Rule:** The exterior of units may be decorated with items such as wreaths, plaques, potted plants, decorative signs or decorative flags that is reasonable and tasteful.

(b) **Temporary Decorations:** Decorations, including lights, to recognize a holiday or event may not be displayed any earlier than one week before, or any later than one week after the holiday or event. The exception is decorations celebrating the Christmas season, which may be displayed anytime between Thanksgiving and January 10th.

(c) **National and State Flags:** Our Rules and Regulations do not prohibit a display of the flag of the United States or of North Carolina, so long as the display is in accordance or consistent with the customs set forth; the size of the flag does not exceed 4 ft. by 6 ft.

(d) **Political Signs:** Signs must follow ordinances and other regulations noted below.

1. Political signs must be limited to no more than one such sign for a particular election.
2. The dimensions of political signs must be no greater than 24 inches by 24 inches.
3. Political signs may not be displayed earlier than 45 days before the day of the election at issue and no later than 7 days after the day of the election.
4. Political signs must be displayed upon property owned by the property owner.

(e) **Ordinances and Regulations:** Various government ordinances regulate signs and flags in, on, or around the exterior of residences. Those ordinances are available to the public on the websites of the Brunswick County government and the town of Caswell Beach.

The owner/lessee or tenant is responsible for ensuring compliance with these ordinances and regulations.

Rule 4 - Vehicles, Streets and Parking:

(a) No boats, trailers, motor homes, bicycles, scooters, baby carriages, or other similar vehicles, toys (example; basketball hoop), or personal articles shall be allowed to stand, remain in, or encroach upon any of the common areas, easements, rights-of-way, or areas owned by others. Boats, boat trailers and other non-automobile vehicles may be parked in designated carports and/or garages providing that their dimensions are fully contained within that area, No parking in front of stairways of multifamily units. This is for emergency vehicles only.

(b) All owners, guests, and renters must display a valid Caswell Dunes parking permit for vehicles parked in designated parking areas. Permits are issued at the Clubhouse. You may email

([CaswellDunes@outlook.com](mailto:CaswellDunes@outlook.com) ) to coordinate a time to pick up your permit. All parking and street use regulations and notices posted on the private streets and drives must be obeyed.

(c.) The use of golf carts is generally subject to the same Rules and Regulations for other motor vehicles. The use of golf carts must comply with local ordinances, which require certain safety equipment features on carts, establish a minimum age for unaccompanied operators (at least **15** with a valid driver's permit), limit the hours of their operation, and require a **permit** issued by the Town of Caswell Beach.

#### Rule 5 - Nuisances:

No owner, lessee, or tenant shall make or permit any noises, nor do or permit any activities that would disturb, annoy, or unreasonably interfere with the rights, normal use, or quiet enjoyment of other owners, lessees, tenants or guests within the community. Under no circumstances shall any excessive noises be permitted anywhere within the community after **11pm**. Everyone must comply with applicable county and local noise ordinances.

#### Rule 6 - Windows and Doors:

Each owner is required to maintain his or her windows, doors, garage doors, and screens in good clean condition. The failure to properly maintain windows, doors, garage doors and screens in good clean condition will result in a written warning by the Board. Any expenses the Association incurs repairing or restoring the defective condition will be billed to the homeowner.

### Rule 7 - Curtains, Blinds, Visible Fixtures and Features:

Any draperies, blinds, and curtains visible from the outside of the unit must be of a neutral color. No shades, awnings, fans or air conditioning devices shall be attached or affixed to the exterior.

### Rule 8 - Garbage and Recycling:

- (a) All garbage and recycling material shall be put in the approved garbage (gray) or recycle ( blue ) containers. Containers must be retrieved and re-stored after collection day (Thursday). Recycle is collected every other Thursday. Any containers kept outside between collections must be situated in inconspicuous areas behind screens, fences or bushes so as to be obscured from view as much as possible. No such containers may be kept **underneath stairwells**. Fire Marshall fines will be assessed if stored under stairwell. The owner, lessee or tenant is responsible for abiding by any applicable local or county ordinances regulating the storage and disposal of refuse and recycling materials.
- (b) All owners are required to return garbage/recycle bins by 4 pm the day of pickup. Rental unit owners need to coordinate the return of their garbage/recycle bins.
- (c) Owners and visitors are advised not to put any charcoal ashes in solid waste receptacles to avoid starting fires in the receptacle or collection truck.

### Rule 9 - Pets:

No pets are permitted on Caswell Dunes grounds unless on a leash or carried. Absolutely no pets (with the exception of certified service animals) are permitted in the enclosed pool area, and no pets are permitted in the water at anytime. All pet waste shall be picked up, placed in a bag and discarded in a garbage container. \*

\*Town ordinance 91.06 and 91.08

Rule 10 - Trades and Professions:

Any owner, lessee or tenant may be employed in connection with a home occupation. The home occupation shall be clearly incidental to the residential use of the unit and shall not change the residential character of the unit. No display of products shall be visible from the street.

Rule 11 - Real Estate Signs and Community Advertisements:

Signs offering a property for **rent** are not allowed anywhere within or on the property. Signs offering a property for sale, shall not be displayed anywhere within or on the property, except as specifically provided in this rule.

(b) "For Sale" signs are permitted if a homeowner is trying to sell his or her property. Only **one** sign may be displayed in one window of the **multi units**. For sale signs of the **patio homes** may be erected on the lawn as long as the sign is setback at least 10 feet from any right-of-way or property line.

1. Community event signs should only be posted at the mailbox or clubhouse bulletin board.
2. All signs in violation of the Rule are subject to removal without notice.
3. Banners must have written approval from the Board prior to display. Banners may not be displayed any earlier than two weeks before the event.

Rule 12 - Alterations:

Subject to the provisions of the Governing Documents and other provisions of law/code requirements of a unit owner.

(a) May make any improvements or alterations to his/her unit that do not impair the **structural integrity** or lessen the support of any portion of the condominium. ARB guidelines will address weight limits of flooring, cabinets and appliances.

(b) May not change the appearance of the common elements or the exterior appearance of a unit or any other portion of the condominium without permission of the Association.

Rule 13 - Radio, TV, Cable and Related Electronic Equipment:

All radio, television, cable, internet, and other electrical systems and related equipment associated with similar services shall fully comply with all applicable rules, regulations, requirements and recommendations of the National Board of Fire Underwriters and the public authorities having jurisdiction over the related infrastructure and/or utility supply systems, as well as any regulations of the Federal Communications Commission (FCC) that may apply. All unit owners are responsible for their own equipment.

Rule 14 - Reasonable or Necessary Access:

(a) The agents of the Board of Directors and any contractor or worker authorized by the Maintenance Supervisor or Board of Directors of Caswell Dunes, Inc. may enter the unit. The owner, lessee or tenant shall provide such designated individual(s) access to the unit after advance notice and during reasonable hours for the maintenance, repair, or replacement in the unit.

(b) In case of emergencies, when immediate access is reasonably necessary to prevent such damages or to address other potentially hazardous or dangerous conditions requiring immediate attention, the designated individual(s) may enter the unit without advance notice.

(c) All owners must provide to the Maintenance Supervisor keys or keypad code necessary to access their unit.

Rule 15 - Responsibility for Repairs and Damages:

Owners are responsible for the maintenance, repair, replacement, and general upkeep of their properties, in accordance with the provisions of the Association Documents. Owners are also responsible for any damages they (or whose guests, invitees, or tenants) cause to any common or limited common areas or facilities or to another owner's property.

Rule 16 - Flammable and Explosive Materials:

No flammable oils, fluids, or explosive materials shall be permitted in any unit, with the exception of flammable liquids commonly used for cooking which are safely stored and properly used in reasonable quantities for such purposes. Oxygen tanks for medical use must be stored properly.

Rule 17 - Painting and Staining:

No owner, lessee or tenant shall do any painting of the exterior of the unit or staining of decks, stairs or any other elements of limited common areas, without the prior written consent of the Board of Directors after first completing the Architectural Review Board process. Once approval is granted in a different stain/color the owner is responsible for future maintenance.

Rule 18 - Landscaping:

(a.) No owner, lessee or tenant may dig, install irrigation systems, plant flowers, trees, or shrubs, establish gardens, or undertake any other form of decorative landscaping within or encroaching upon the

common areas. Before installing irrigation systems, planting trees or shrubs, establishing garden or undertaking other forms of decorative landscaping within a limited common area of a property, the owner must obtain permission from the Board of Directors. Should such permission be granted, the owner must agree in writing to properly maintain and care for the landscaped area as well as restore the area to its original condition should he or she later become unable or unwilling to properly maintain it.

(b) Any owner may, with Board approval, perform minor trimming, pruning or sculpting of existing trees and shrubbery in the common areas; however, such activities must be done in a manner that is consistent with the pattern, shape, height, length, and general appearance of similar trees and shrubbery in the same area.

**Tree-topping and tree removal has a process in place.** See the maintenance supervisor for the approval process.

(c) The owner will be liable for damages or costs of repair from excessive trimming, pruning, or sculpting, or prohibited tree-topping or removal, as well as for any fines or penalties that may result from any violation of any local or county ordinances concerning tree-topping or tree-removal.

#### Rule 19 - Pool Rules:

The posted pool rules must be obeyed at all times. The pool hours are from **9am until dusk** . Everyone using the pool does so at his or her own risk. Showering to remove sand is required before entering the pool. Neither smoking nor food is allowed within the enclosed pool area. No glass containers are allowed in the pool area.

#### Rule 20 - Grills and Propane Tanks:

(a) No grills are permitted to be used on or under the wooden decks of any structure. All outside cooking must be conducted at least **10 feet** from any wooden deck or part of a structure.

Outside cooking should take place on appropriate non-flammable surfaces, and with equipment and burning materials reasonably safe and in compliance with all applicable local, county and state regulations. Any charcoal ashes should be cooled and placed in a fireproof container.

(b) Installation of liquid propane gas tanks shall conform to the standards as established by the Board of Directors, and with any applicable local, county, or state regulations. Exterior gas tanks must be enclosed in latticework, fencing or hidden from view by shrubbery.

Rule 21 - Decks and Porches:

All decks and porches shall be kept free of any unsightly articles. Towels, linens, and articles of clothing, or other items inappropriate for display or storing on or around decks or porches shall not be permitted to hang on railings or left on decks or porches in a manner visible from other decks or the common area.

Rule 22 - Fireplaces:

No burning of wood or other material in unit fireplaces is permitted unless a certified chimney sweep certificate of approval is recorded **annually**. Please email (CaswellDunes@outlook.com), mail (45 Pinehurst Drive) or drop off a copy of this certificate of approval to the Clubhouse. It is the unit owner's responsibility to notify unit owner guests and/or tenants of this regulation.

Rule 23 - Extended Absences:

In the event owners, lessees or tenants shall be absent from their unit for more than 30 days, they are required to provide a phone number or email address at which they may be readily available concerning any problems with the property while they are away.

Electricity must be kept on at all times in the multi-units due to the need for stairway lightning and to prevent freezing of pipes. Water must be shut-off if leaving for a week or more in **all** units. In multi-family units the water must be turned back on in stages to prevent water surges and potential leaks.

Rule 24 - Gutters:

In addition to the other maintenance and upkeep responsibilities of owners as provided in the Association Documents, the maintenance of gutters on units with gutters is the sole responsibility of the owner. Gutters must be cleaned out annually, to remove soil, roofing materials, and other vegetation debris. Any homeowner who wants to add gutters to their unit must go through the ARB approval process.

Rule 25 - Hurricane Shutters:

The maintenance and upkeep of hurricane shutters is the responsibility of the homeowner. Any homeowner who wants to add hurricane shutters to their unit must go through the ARB approval process.

Rule 26 - Heat Pumps:

Owners shall take responsibility of ensuring regular upkeep and maintenance of their exterior heat pump units. This maintenance will include monitoring for unwanted vine invasions.

Rule 27 - Chairs and Tables:

Owners may borrow chairs and tables from the Caswell Dunes Clubhouse for use in their unit, as may be available, under the following guidelines.

- (a) Call the office (910-278-4956) or email ( [CaswellDunes@outlook.com](mailto:CaswellDunes@outlook.com) ) several days in advance to make a request.
- (b) A record of your request with your name, date and items will be recorded on the Clubhouse computer.
- (c) All items must be returned in the same condition. Owner assumes responsibility for any damages.

**Rules and Regulations are an important part of making the Caswell Dunes community a positive experience for all members. A thorough review and understanding of what the rules require from members is a good place to start. Understanding your rights and responsibilities when it comes to Caswell Dunes, Inc. rules, how they can be enforced, and also what you can do when observing violations of the rules in our community. Ultimately the goal is to have a positive living environment that works to maintain the value of the properties in our community.**

**The HOA will make every effort to work with homeowners. In the event there is a violation of the rules, fines as outlined in our by-laws may be assessed. In the event you see a violation please email [CaswellDunes@outlook.com](mailto:CaswellDunes@outlook.com) with details of your concern. A board member will respond.**